



Lincoln College

UNIVERSITY OF OXFORD

Further Particulars

Job Title:	Chef de Partie
Department:	Kitchen
Responsible to:	Head Chef
Salary:	£33,137 – £34,046 per annum (includes Oxford Weighting) £768.60 per annum split shift allowance Paid overtime opportunities may also be available
Contract Type:	Permanent, Full-time (40 hours per week, over 5 days)
Start date:	To be agreed with the successful candidate

The College

Lincoln College is a long-established college of the University of Oxford, founded in 1427. It is a self-governing academic community, with the Rector and Fellows responsible for its overall governance. The College is home to around 600 students, split between undergraduates and postgraduates, and continues to be a popular choice for applicants at all levels. Located on a historic site in central Oxford, Lincoln offers excellent access to University libraries, departments, and faculty buildings. Further information can be found at: www.lincoln.ox.ac.uk

The Role

The **Chef de Partie** is a key member of the College kitchen team, working under the direction of the Head Chef and senior chefs to prepare and serve consistently high-quality meals. The role involves supporting a range of catering activities—from daily meals to formal dinners and high-profile events. The successful candidate will uphold high food hygiene and safety standards, assist in supervising junior staff, and contribute to the smooth and efficient running of kitchen operations.

Key Responsibilities

- Preparing and presenting meals to a high standard
- Adhering to service schedules, food hygiene and Health and Safety protocols
- To adhere to time schedules in preparation and cooking of foods
- Managing portion control and minimising waste
- Supporting junior team members and kitchen porters as required
- Receiving and storing deliveries to College standards.
- Participating in any training to improve your standards practice and performance

- Wearing appropriate uniform and working safely at all times
- Any other duties as reasonably directed by the Head Chef, Sous Chef and other senior leaders.

Person Specification

Essential:

- Proven experience as a senior chef in a busy kitchen (college or commercial setting)
- A valid Basic Food Hygiene Certificate
- A strong work ethic and ability to work flexibly across shifts, including split shifts
- Good communication and interpersonal skills
- A customer-focused mindset
- The ability to work under pressure and take initiative
- Smart, professional appearance

Desirable:

- Professional Cookery qualification or equivalent
- Knowledge of Oxford College ethos and traditions

Application Process:

Candidates should submit the following documents by closing date of **Sunday 1st June 2025**.

- A completed Application Form (available on the College website)
- An up-to-date CV
- A covering letter, explaining your interest in the post and demonstrating how you meet the requirements of the person specification.

Data Protection

Personal data is processed in accordance with Lincoln College's Privacy Policy which is available at www.lincoln.ox.ac.uk/Privacy-Policy

Equal Opportunities

Lincoln College is committed to creating an inclusive workplace where all staff are afforded equal opportunities. Employment and progression are based solely on personal merit and criteria related to the duties of the role and the relevant salary structure.

In line with statutory provisions, no applicant or employee will be treated less favourably due to age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

If you require reasonable accommodations during the application process, please contact Lincoln HR department.

Other Information

The appointment will be conditional on verification of the successful candidate's availability for employment in the UK.

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department who will assess their fitness to perform this role.

Any enquiries related to these further particulars should be directed in the first instance to the HR Department: hr@lincoln.ox.ac.uk.